General Conditions for Improving Accuracy & Speed

✔ Make your surroundings as noise-free as possible and try to train in the same environment each time.

✔ Take time to arrange your workstation so it is comfortable.

✔ Keep a photo of a friend nearby to remind you to speak naturally.

✔ End software programs not in use on your computer.

✔ Keep your microphone in a consistent position. It should rest approximately one thumb’s width from your mouth, no higher than the top of your bottom lip.

✔ Use a noise-cancelling headset. If you change your headset, run Audio Setup Wizard to check volume and quality settings (Go to Tools > Accuracy Center > Check your audio settings).

✔ Use a headset with a USB adapter (its sound card won’t have to compete with your laptop’s sound card, fan, etc,

✔ Water lubricates your vocal cords ~ drink lots of it!

✔ Be alert.

✔ Breathe fully.

✔ Speak in a relaxed manner (stress and tension degrade recognition).

✔ Look away, or close your eyes, while dictating (you may hesitate if you look at the screen).

✔ Be patient with yourself ~ and with Dragon.

✔ Seek personal instruction.
Dictating

**DO**

- ✓ Start by reading to get into the habit of dictating. Then, dictate informal writings, such as e-mail, to-do lists, etc.
- ✓ Speak in your best “newscaster’s” or “presenter’s” voice.
- ✓ Pronounce each word fully, especially the beginnings and endings of each word, sounding out the consonants.
- ✓ Speak in complete, flowing phrases or sentences and at your normal speed.
- ✓ When dictating a paper, create an outline first. Then you can look at it while expanding it into full sentences.
- ✓ Vary your posture, move around, use hand gestures as you talk, and take breaks to keep your energy up!
- ✓ Stand up, and speak as if you have an audience in front of you.
- ✓ Use pitch and inflection to help make each word, phrase, and sentence distinct.

**DO NOT**

- ✓ Draw out the endings of words.
- ✓ Break words up into separate syllables. Keep short words short, speak long words completely,
- ✓ Say “um” or “uh.” Pause silently.

Commanding

- ✓ Pause briefly before issuing a command.
- ✓ Try speaking a little faster, and a little louder, than you do when you are dictating.
- ✓ Say the word “Click” before issuing a menu command (this can be set as a requirement under Tools > Options > Commands > “Require “Click” to select menus and controls).
- ✓ Train Dragon to understand the way you pronounce common commands, or consider creating new commands (Tools > Command Browser).